

Program Registration & Fees:

Complete the registration form and mail to the DEQ Office of Finance at the address shown on the form. Registration forms, along with payment, should be received by DEQ before the workshop registration deadline (typically 5 business days before the start of the class).

Fees are based on the length of the program and the complexity of the topic area covered. **No purchase orders or credit cards can be accepted.** State Agencies should contact the Department's Finance Office (804 698-4162) for IAT procedures. The registration fee does not include lunch.

Due to the popularity of the programs, applicants are accepted on a "first come - first served" basis only. No "walk-in" registrations can be accepted.

Only complete applications (registration form & payment) submitted to the Department's Office of Finance at the address shown on the registration form will be considered.

Registration Acceptance:

Once your application has been received and accepted you will receive notification along with travel directions and other pertinent information. Registration information will be sent electronically. If email is not available, information will be mailed to the physical address listed on the form.

Withdrawal, Substitution & Refund Policy:

Registrants who must withdraw from the workshop should notify the Department by phone, mail or email as soon as possible. Substitutions are permitted anytime prior to the start of class. **Registrants who withdraw from the program at least 5 business days prior to the start of the program will receive a full refund. Withdrawals made after this time will not be eligible for a refund.**

Cancellation:

The Department reserves the right to cancel any program when there are insufficient registrations. People who are registered will be notified and will receive a full refund of the registration fee.

Program Content:

Current programs have been selected based on identified needs and location availability. These programs and others are offered periodically, at different locations, throughout the year. If you would like to receive notification, by email, when these programs are available visit www.deq.virginia.gov/lists and sign up under wastewater operations and training.

Complete descriptions of all training programs are available at www.deq.virginia.gov/tptp/optraining.

Program Approval:

Unless otherwise noted, these courses have been approved by the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals for training credits. Approved programs can, when applicable, be used as substitution for required operational experience.

Continuing Professional Education (CPE):

Where appropriate, these workshops can be used for continuing professional education (CPE) requirements as defined by the Board. Registrants will typically receive up to 7 contact hours for each full day of completed training and 3.5 contact hours for each ½ day of completed training.

A full day is defined as 8:30 am – 4:30 pm minus 1 hour for lunch. A ½ day is defined as 8:30am – 12 noon (or 1:00pm – 4:30pm).

Additional Information:

For additional program information, visit www.deq.virginia.gov/tptp or contact the Operator Training Program staff:

Jason Spicer (804) 698 – 4143
jason.spicer@deq.virginia.gov

Wayne Staples (804) 698 – 4106
wayne.staples@deq.virginia.gov



Wastewater Operator Training Programs



Winter/Spring 2012

Operator Training Program
Water Division
Department of Environmental Quality
P.O. Box 1105
Richmond, Virginia 23218

DEQ, Operator Training Program

Workshop Registration Form

Winter/Spring 2012

Please select (X) the workshop you are registering for and complete the bottom portion of the form: (If more than one person from your facility is planning to attend, please use a separate form for each person registering).

X	Course #	Workshop Title	Location	Dates & Times	Fee	Training Credits	Contact Hours
	DEQ 14	Activated Sludge Process Control Part 2	DEQ, Piedmont Regional Office, Glen Allen, VA	February 21 - 22 8:30 AM – 4:30 PM	\$100	2.0	14.00
	DEQ 13	Activated Sludge Process Control Part 1	Massaponnax WWTP, Fredericksburg, VA	March 6 – 7 8:30 AM – 4:30 PM	\$100	2.0	14.00
	DEQ 12	Wastewater Sampling and Testing for Small Treatment Plants	DEQ, Piedmont Regional Office, Glen Allen, VA	March 21 – 22 8:30 AM – 4:30 PM	\$100	1.0	14.00
	DEQ 20	Wastewater Math for Operators	DEQ, Blue Ridge Regional Office, Roanoke, VA	March 27 - 28 8:30 AM – 4:30 PM	\$100	2.0	14.00
	DEQ 20	Wastewater Math for Operators	Opequon Water Reclamation Facility, Winchester, VA	April 3 – 4 8:30 AM – 4:30 PM	\$100	2.0	14.00
	DEQ 12	Wastewater Sampling and Testing for Small Treatment Plants	DEQ, Northern Regional Office, Woodbridge, VA	April 24 - 25 8:30 AM – 4:30 PM	\$100	1.0	14.00
	DEQ 18	Intro to Biological Nutrient Removal	Totopotomoy WWTP, Mechanicsville, VA	May 1 – 2 8:30 AM – 4:30 PM	\$100	1.2	14.00
	DEQ 12	Wastewater Sampling and Testing for Small Treatment Plants	Wolf Creek WWTP, Abingdon, VA	May 8 - 9 8:30 AM – 4:30 PM	\$100	1.0	14.00
	DEQ 20	Wastewater Math for Operators	HRSD Chesapeake-Elizabeth WWTP, VA Beach, VA	May 22 - 23 8:30 AM – 4:30 PM	\$100	2.0	14.00

Registrant Information:

Name: _____

Street/PO Box: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____) - _____ - _____ Daytime Fax: (____) - _____ - _____

Email: _____

Employer Information:

Employer: _____

Supervisor: _____

Daytime Phone: (____) - _____ - _____ Daytime Fax: (____) - _____ - _____

Email: _____

Make check or money order payable to 'Commonwealth of Virginia'

Mail registration form & payment to:

Office of Finance
Department of Environment Quality
PO Box 1104
Richmond, VA 23218

Total payment enclosed \$ _____